

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	Education Support Administrator
DEPARTMENT:	Brentwood Diocese Education Service
LOCATION:	Cathedral House
RESPONSIBLE TO:	Deputy Director of Education
ACCOUNTABLE TO:	Director of Education

OVERALL PURPOSE OF JOB:

To provide administrative and general departmental support to School Advisors across the Education Department of the Diocese.

MAIN RESPONSIBILITIES:

General Administration

- Provide administrative support for CCRS and other training events.
- Maintaining and updating essential school records using IT systems including Pro-Forms and Dio-Sys as needed.
- Support the Education Team in preparing documents in a range of formats using Microsoft Office, Word, Excel, PowerPoint and Publisher.
- Manage the Education section of the Diocesan Website and update/upload information as necessary.
- Prepare draft replies for advisers as required.
- Assist the team proof reading reports.
- Assist with the preparation of materials for meetings and presentations
- Coordination of some specific meetings and events.
- Photocopying, ordering of stationery and organising the production of professionally produced resources for use with schools.

Events

- Assist with the planning of BDES courses specifically booking of Conference Centre facilities for events.
- Support the preparation and organisation of conferences run by BDES.
- Prepare relevant materials for courses.

- Organise relevant refreshments and / or food for BDES courses held at Cathedral House.
- Collating attendance logs, monitoring and reporting attendees at events and compiling post event feedback.
- Meet and greet visitors as required.

Research

- Support the Education Team with any ad hoc research requests.
- Investigate and provide feedback on any projects for BDES team as they arise.

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.

2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good level of general education (English and Maths to GCSE level or equivalent)	✓	
SKILLS AND EXPERIENCE		
Demonstrable experience in administration of at least two years	✓	
Excellent telephone manner	✓	
Methodical approach to office procedures, processing information and filing.	✓	
Able to demonstrate good numeracy skills	✓	
Excellent verbal and written communication skills	✓	
Demonstrates understanding and consideration of others with respect and empathy	✓	
Works constructively and respectfully with all team members	✓	
Excellent word processing skills and experience of using MS Office programmes and other software packages	✓	
Track record in developing effective working relationships with colleagues, and with people from different backgrounds.	✓	
Managing complex, sensitive and/or difficult issues	✓	
Trustworthy and reliable, with an appreciation and understanding of maintaining confidentiality	✓	
Competent in basic IT and computer programs, including email, internet, the Microsoft Office suite, data management programs, websites and social media	✓	
Self-motivated and uses initiative, working both alone and as part of a team	✓	
Excellent planning, time management and organisational skills	✓	
Works with accuracy and attention to detail.	✓	
KNOWLEDGE		
Previous experience in an administrative role		✓
Have a working knowledge of GDPR regulations		✓
ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
A willingness to undertake any necessary training on an ongoing basis, notwithstanding that that training may	✓	

take place outside normal contracted hours and work location		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.		✓
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.		✓